Title 139 WAC **CRIMINAL JUSTICE** TRAINING COMMISSION

Chapters	
139-02	Public records.
139-05	Law enforcement.
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	security, private investigators, and bail
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Chapter 139-02 WAC **PUBLIC RECORDS**

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WAC

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139-02-090	Processing requests for public records.
DIS	SPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER
139-02-020	Definitions. [Statutory Authority: RCW 43.101.080. 00-17-017, § 139-02-020, filed 8/4/00, effective 9/4/00.] Repealed by 09-13-066, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.56.040 and 43.101.080.
139-02-030	Public records available. [Statutory Authority: RCW 43.101.080. 00-17-017, § 139-02-030, filed 8/4/00, effective 9/4/00.] Repealed by 09-13-066, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.56.040 and 43.101.080.
139-02-060	Disclosure to client's representative. [Statutory Authority: RCW 43.101.080. 00-17-017, § 139-02-060, filed 8/4/00, effective 9/4/00.] Repealed by 09-13-066, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.56.040 and 43.101.080.
139-02-080	Protection of public records. [Statutory Authority: RCW 43.101.080.00-17-017, § 139-02-080, filed 8/4/00, effective 9/4/00.] Repealed by 09-13-066, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.56.040 and 43.101.080.
139-02-100	Qualifications on nondisclosure. [Statutory Authority: RCW 43.101.080. 00-17-017, § 139-02-100, filed 8/4/00, effective 9/4/00.] Repealed by 09-13-066, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW

WAC 139-02-010 Authority and purpose. (1) RCW 42.56.070(1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency. RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act (the act), that exempts or prohibits the disclosure of public records held by that agency.

43.56.040 and 43.101.080.

Records index. [Statutory Authority: RCW 43.101.080. 00-17-017, § 139-02-110, filed 8/4/00, effective 9/4/00.]

Repealed by 09-13-066, filed 6/16/09, effective 7/17/09

Statutory Authority: RCW 43.56.040 and 43.101.080.

(2) The purpose of these rules is to establish the procedures the Washington state criminal justice training commission shall follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the Washington state criminal justice training commission and establish processes for both requestors and Washington state criminal justice training commission staff that are designed to best assist members of the public in obtaining such access.

(3) The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. In carrying out its responsibilities under the act, the Washington state criminal justice training commission shall be guided by the provisions of the act describing its purposes and interpretation.

[Statutory Authority: RCW 43.56.040 and 43.101.080. 09-13-066, § 139-02-010, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.101.-080. 00-17-017, § 139-02-010, filed 8/4/00, effective 9/4/00.]

WAC 139-02-040 Public records officer. (1) The Washington state criminal justice training commission is the state training academy for law enforcement and corrections professionals. The Washington state criminal justice training commission's campus is located in Burien, WA at 19010 1st Avenue South. The Washington state criminal justice training commission has a fiscal office in Lacey, WA located at 3060 Willamette Drive N.E.

(2) Any person wishing to request access to public records of the Washington state criminal justice training commission, or seeking assistance in making such a request, should contact the public records officer of the Washington state criminal justice training commission:

Public Records Officer Washington State Criminal Justice Training Commis-

MS: TB-35

sion

19010 1st Avenue South Burien, WA 98148 Phone: 206-835-7300

Fax: 206-835-7924

E-mail: publicrecords@cjtc.state.wa.us

Information is also available at the Washington state criminal justice training commission's web site at www.cjtc. state.wa.us.

(3) The public records officer will oversee compliance with the act, but another Washington state criminal justice training commission staff member may process the request. Therefore, these rules will refer to the public records officer or designee. The public records officer or designee and the Washington state criminal justice training commission will provide the fullest assistance to requestors; create and maintain for use by the public and Washington state criminal justice training commission officials an index to public records of the Washington state criminal justice training commission; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the Washington state criminal justice training commission.

[Statutory Authority: RCW 43.56.040 and 43.101.080. 09-13-066, § 139-02-040, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.101.-080. 05-01-109, § 139-02-040, filed 12/15/04, effective 1/15/05; 00-17-017, § 139-02-040, filed 8/4/00, effective 9/4/00.]

- WAC 139-02-050 Availability of public records. (1) Hours for inspection of records. Public records are available for inspection and copying during normal business hours of the Washington state criminal justice training commission; 8:00 a.m. to noon, and 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays. Records must be inspected at the offices of the Washington state criminal justice training commission.
- (2) **Records index.** An index of public records is available for use by members of the public. The index includes a list of current manuals of the Washington state criminal justice training commission, a current list of laws, other than those listed in chapter 42.56 RCW, that exempts or prohibits disclosure of specific information or records, and current Washington Administrative Code agency rules. The index may be accessed on-line at www.cjtc.state.wa.us or at the Washington state criminal justice training commission in Burien
- (3) Organization of records. The Washington state criminal justice training commission maintains its records in a reasonably organized manner and takes reasonable actions to protect records from damage and disorganization. A requestor shall not take Washington state criminal justice training commission records from Washington state criminal justice training commission offices without the permission of the public records officer or designee. Records may be available on the Washington state criminal justice training commission web site at www.cjtc.state.wa.us. Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

(4) Making a request for public records.

- (a) Any person wishing to inspect or obtain copies of public records of the Washington state criminal justice training commission shall make the request in writing using the Washington state criminal justice training commission request form, or by letter, fax, or e-mail addressed to the public records officer. Each request should include the following information:
 - Name of requestor;
 - Address of requestor;
- Other contact information, including telephone number and/or an e-mail address; and
- Identification of the public records adequate for the public records officer or designee to locate the records.
- (b) If requestors wish to inspect rather than obtain copies of records, they must indicate this preference in their requests. Pursuant to WAC 139-02-070, standard photocopies are provided at fifteen cents per page, plus postage.

[Statutory Authority: RCW 43.56.040 and 43.101.080. 09-13-066, § 139-02-050, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.101.-080. 00-17-017, § 139-02-050, filed 8/4/00, effective 9/4/00.]

WAC 139-02-070 Costs for providing copies of public records. (1) Costs for paper copies. There is no fee charged for inspecting public records. A requestor may obtain standard black and white photocopies for fifteen cents per page. Before beginning to make copies, the public records officer or designee may estimate costs of copying the records, and may require a deposit of up to ten percent of all the records selected by the requestor. The public records officer or designee may also require the payment of the

- remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The Washington state criminal justice training commission will not charge sales tax when it makes copies of public records.
- (2) Costs for electronic records. The cost of electronic copies of records shall be the actual cost of the CD, DVD, audio or video tape, or disc.
- (3) Costs of mailing. The Washington state criminal justice training commission may also charge actual costs of mailing, including the cost of the shipping container.
- (4) Payment. Payment may be made by check or money order only, payable to the Washington state criminal justice training commission.

[Statutory Authority: RCW 43.56.040 and 43.101.080. 09-13-066, § 139-02-070, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.101.-080. 00-17-017, § 139-02-070, filed 8/4/00, effective 9/4/00.]

- WAC 139-02-090 Processing requests for public records. (1) Providing fullest assistance. The Washington state criminal justice training commission is charged by statute with adopting rules which provide for how it shall "provide full access to public records," "protect records from damage or disorganization," "prevent excessive interference with other essential functions of the agency," provide "fullest assistance" to requestors, and provide the "most timely possible action" on public records requests. The public records officer or designee shall process requests in the order they are received and allowing for the most requests to be processed in the most efficient manner.
- (2) **Acknowledging receipt of request.** Within five business days of receipt of the request, the public records officer or designee will do one or more of the following:
 - (a) Make the records available for inspection;
- (b) Provide the requested records (or provide a bill for the records if applicable) to the requestor;
- (c) Provide a reasonable estimate of when records will be available; or
- (d) Deny the request and provide a statutory explanation as to the reason for the denial.
- (3) Consequences of failure to respond. If the Washington state criminal justice training commission does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the public records officer to determine the reason for the failure to respond.
- (4) **Protecting rights of others.** In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer or designee may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. This notice is given so affected persons may seek an order from a court to prevent or limit the disclosure. The notice to the affected persons may include a copy of the request.
- (5) **Records exempt from disclosure.** Some records are exempt from disclosure, in whole or in part. If the Washington state criminal justice training commission believes that a record is exempt from disclosure and should be withheld, the public records officer or designee will state the specific exemption and provide a brief explanation of why the record

or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer or designee will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted

(6) Inspection of records.

- (a) Consistent with other demands, the Washington state criminal justice training commission will provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document without approval from the public records officer or designee. The requestor will indicate which documents he or she wishes the agency to copy.
- (b) The requestor must claim or review the assembled records within thirty days of the Washington state criminal justice training commission's notification to him or her that the records are available for inspection or copying. The Washington state criminal justice training commission will notify the requestor in writing of this requirement and inform the requestor that he or she is to contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the Washington state criminal justice training commission may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which may be processed as a new request.
- (7) **Providing copies of records.** After inspection is complete or in lieu of inspection, the public records officer or designee will make the requested copies or arrange for copying and provide them to the requestor.
- (8) **Providing records in installments.** When the request is for a large number of records, the public records officer or designee may provide access for inspection and copying in installments, if he or she reasonably determines that it would be more practical. If, within thirty days, the requestor fails to inspect one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.
- (9) **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the Washington state criminal justice training commission has completed the request and provided all available (nonexempt) records.
- (10) Closing withdrawn or abandoned request. When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requestor that the Washington state criminal justice training commission has closed the request and refile the assembled records.
- (11) Later discovered documents. If, after the Washington state criminal justice training commission has informed the requestor that it has provided all available records, the Washington state criminal justice training commission becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the

requestor of the additional documents and provide them on an expedited basis.

[Statutory Authority: RCW 43.56.040 and 43.101.080. 09-13-066, § 139-02-090, filed 6/16/09, effective 7/17/09. Statutory Authority: RCW 43.101.-080. 00-17-017, § 139-02-090, filed 8/4/00, effective 9/4/00.]

Chapter 139-05 WAC LAW ENFORCEMENT

WAC

139-05-300 139-05-825

Requirement for in-service training. Basic reserve law enforcement academy certificate of

equivalency.

WAC 139-05-300 Requirement for in-service train-

ing. The commission recognizes that continuing education and training is the cornerstone for a successful career as a peace officer in providing competent public safety services to the communities of Washington state.

- (1) Effective January 1, 2006, every peace officer certified under RCW 43.101.095 will complete a minimum of twenty-four hours of in-service training annually.
- (a) This requirement is effective January 1, 2006, for incumbent officers.
- (b) The in-service training requirement for each newly hired officer must begin on January 1 of the calendar year following their certification as a result of successful completion of the basic law enforcement academy, equivalency academy, or approved waiver as provided by WAC 139-03-030.
- (c) Training may be developed and provided by the employer or other training resources.
- (d) The commission will publish guidelines for approved in-service training.
- (2) All records for training required for this rule must be maintained by the employing agency and be available for review upon request by an authorized commission representative
- (a) The commission will maintain records of successfully completed commission-registered courses.
- (b) Upon request, the commission will furnish a record-keeping template for use by agencies to track training.
- (3) The sheriff or chief of an agency may approve an extension of three months for certified officers in their employ by notification in writing to the commission, identifying those specific officers.
- (a) A sheriff or chief may request a three-month personal extension of the requirement by doing so in writing to the commission.
- (b) Written requests submitted under the provision of this subsection must be received by December 1 of the calendar year in question.

[Statutory Authority: RCW 43.101.080. 09-16-098, § 139-05-300, filed 8/4/09, effective 9/4/09; 05-20-029, § 139-05-300, filed 9/28/05, effective 10/29/05; 05-01-112, § 139-05-300, filed 12/15/04, effective 1/15/05.]

WAC 139-05-825 Basic reserve law enforcement academy certificate of equivalency. (1) A certificate of equivalency for the basic reserve law enforcement academy shall be issued only to applicants who successfully complete the equivalency process as required by the commission. For this purpose, the term "process" shall include all documentation and prerequisites set forth in subsection (6) of this sec-

tion and successful completion of all knowledge and skills requirements within the basic reserve law enforcement equivalency academy. A certificate of completion of equivalent reserve law enforcement training is recognized in the same manner as the certificate of completion of the basic reserve law enforcement academy.

- (2) Eligibility for participation in the basic reserve law enforcement equivalency process shall be limited to fully commissioned reserve law enforcement officers and fully commissioned peace officers who have attained basic certification through completion of a basic training program or a basic reserve law enforcement academy/program in this state and have incurred a break in service of more than twelve months but less than thirty-six months. For this purpose, the term "basic training program" does not include any military or any federal training program not otherwise approved by the commission.
- (3) Requirements for a person to achieve a certificate of equivalency as a reserve law enforcement officer who has incurred a break in service of:
- (a) More than twelve but less than twenty-four months must successfully complete the requirements of RCW 43.101.080(19) and the comprehensive reserve final test proctored by the commission.
- (b) More than twenty-four but less than thirty-six months must successfully pass the psychological and polygraph tests, complete the criminal history and background check, and successfully pass the comprehensive reserve final test proctored by the commission.
- (c) More than thirty-six months break in service requires the person to attend the basic reserve law enforcement acad-
- (4) It shall be the responsibility of the applicant's agency to ensure that all necessary forms and documentation are completed and submitted to the commission in a timely manner and as necessary to ensure that the participation provided by this section is affected.
- (5) The decision to request an officer's participation within the equivalency process shall be discretionary with the head of the officer's employing agency, who shall advise the commission of the decision by appropriate notification upon the hiring of the officer. Upon receipt of such notification, the commission shall provide to such agency head all necessary forms and information required for the processing of a request for a certificate of equivalency.
- (6) Upon approval of an applicant's eligibility to participate in the equivalency process, the applicant's employing agency must submit to the commission the following documentation as a precondition of participation within such process
- (a) A copy of the applicant's certificate of successful completion of an approved basic or reserve academy/program as outlined in subsection (1) of this section.
- (b) Proof that a search of state and national criminal history records has been conducted by the employing agency regarding applicant through appropriate submission of the applicant's fingerprints and such search indicated the absence of any conviction of applicant for a felony offense, a misdemeanor, or gross misdemeanor offense involving moral turpi-

- (c) The candidate has successfully completed a psychological examination and a polygraph.
- (d) A copy of the applicant's current and valid driver's license.
 - (e) A record of the applicant's firearms qualification.
- (f) A record that the applicant is current in defensive tactics
- (7) Upon completion of the equivalency process and review and evaluation of the applicant's performance, the commission will issue a certificate of completion of equivalent basic reserve law enforcement training.

[Statutory Authority: RCW 43.101.080. 09-19-032, § 139-05-825, filed 9/9/09, effective 10/10/09.]

Chapter 139-10 WAC CORRECTIONS

WAC

139-10-210 Requirement of basic corrections training.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

139-10-236 Work release academy curriculum. [Statutory Author-

ity: RCW 43.101.080. 00-17-017, § 139-10-236, filed 8/4/00, effective 9/4/00.] Repealed by 09-16-135, filed 8/5/09, effective 9/5/09. Statutory Authority: RCW

43.101.080 139-10-540

Basic institutional corrections counselor academy curriculum. [Statutory Authority: RCW 43.101.080. 05-13-077, § 139-10-540, filed 6/14/05, effective 7/15/05.] Repealed by 09-16-135, filed 8/5/09, effective 9/5/09.

Statutory Authority: RCW 43.101.080.

WAC 139-10-210 Requirement of basic corrections training. As provided in RCW 43.101.220, all full-time corrections employees in the state of Washington with the exception of the Washington state department of corrections prison division or of any city, county, or political subdivision of the state of Washington must, as a condition of continued employment, successfully complete a basic corrections academy as prescribed, sponsored, or conducted by the commission. The commission and the department of corrections share the responsibility of developing and defining training standards and providing training for community corrections officers employed within the community corrections division of the department of corrections. This requirement to complete basic training must be fulfilled within the initial six months of corrections employment unless otherwise extended or waived by the commission. Requests for extension or waiver of the basic training requirement must be submitted to the commission in writing as designated by its pol-

- (1) Corrections personnel must attend basic academy training according to job function as described below:
- (a) Corrections officers academy. All employees whose primary job function is to provide for the custody, safety, and security of adult prisoners in jails and detention facilities. Representative job classifications include, but are not limited to, custody and corrections officers.
- (b) Misdemeanant probation/classification academy. All employees whose primary job function is the case management of offenders under county/city supervision, to include: Assessment, case planning, counseling, supervision, and

monitoring. Representative job classes include, but are not limited to adult probation officers.

- (c) Community corrections officers academy and basic arrest, search, and seizure academy. All employees whose primary job function is the case management in the community of adult offenders under state department of corrections supervision, to include: Monitoring adjustment of offenders involved with in/outpatient treatment programs, counseling offenders and/or referring them for counseling or other resource/treatment programs, and making home/field visits pursuant to offender classification standards. Representative job classifications include, but are not limited to, community corrections officers, community risk management specialists, hearings officers, and victim advocates.
- (d) Juvenile services academy. All employees working with juveniles whose primary job function is the case management of offenders, to include: Assessment, case planning, counseling, supervision, and monitoring. Representative job classes include, but are not limited to, juvenile probation counselors, case aides/assistants, trackers, juvenile drug court counselors, and community surveillance officers.
- (e) Juvenile corrections officers academy. All employees responsible for the care, custody, and safety of youth in county facilities. Representative job classes include, but are not limited to, juvenile detention workers, juvenile corrections officers, and juvenile supervision officers.
- (f) Juvenile residential counselors academy. All employees responsible for the case management, custody, safety, counseling, supervision, and application of researched based treatment interventions to youth committed to the care and supervision of the juvenile rehabilitation administration. Representative job classes include, but are not limited to, juvenile residential rehabilitation counselors, juvenile rehabilitation counselor assistants, juvenile rehabilitation security officers, juvenile rehabilitation coordinators, and juvenile rehabilitation supervisors.
- (2) It is the responsibility of the employing agency to determine the most appropriate basic academy for an employee to attend within the guidelines set by the commission.

An agency may elect to decline basic academy training if such employee occupies a middle management or an executive position, as defined in WAC 139-10-410, 139-10-510, and 139-25-110.

- (3) Failure to comply with the above requirements will result in a notification of noncompliance from the commission directed to the individual employee and, as appropriate, the employing agency director, chief or sheriff, the chief executive of the local unit of government, and any other agency or individual determined by the commission.
- (4) Each agency employing personnel covered by RCW 43.101.220 is responsible for full and complete compliance with the above training requirements. Additionally, each such agency must provide the commission with employment information necessary for the establishment and maintenance of complete and accurate training records on all affected employees.

[Statutory Authority: RCW 43.101.080. 09-16-135, § 139-10-210, filed 8/5/09, effective 9/5/09; 05-20-027, § 139-10-210, filed 9/28/05, effective 10/29/05; 04-13-071, § 139-10-210, filed 6/15/04, effective 7/16/04; 00-17-

017, § 139-10-210, filed 8/4/00, effective 9/4/00. Statutory Authority: RCW 43.101.220. 95-08-036 and 95-09-070, § 139-10-210, filed 3/30/95 and 4/19/95, effective 4/30/95 and 5/20/95. Statutory Authority: RCW 43.101.-080(2). 87-19-105 (Order 15-D), § 139-10-210, filed 9/18/87; 86-19-021 (Order 1-B), § 139-10-210, filed 9/10/86. Formerly WAC 139-36-020.]

Chapter 139-37 WAC

CERTIFIED FIREARMS INSTRUCTORS—PRIVATE SECURITY, PRIVATE INVESTIGATORS, AND BAIL BOND RECOVERY AGENTS

WAC

139-37-005 Certified firearms instructors—Requirements. 139-37-010 Certified firearms instructors—Records.

WAC 139-37-005 Certified firearms instructors— Requirements. (1) For the purposes of chapters 139-30 and 139-35 WAC, "certified firearms instructor" means any individual who:

- (a) Applies for certified firearms instructor certification to the commission on a form prescribed by the commission for such purpose; and
- (b) Satisfactorily completes an instructor orientation course regarding the requirements of instruction and testing for firearms certification of private security guards, private investigators, and bail bond recovery agents; and
- (c) Has not been convicted of a gross misdemeanor or felony; and has not been convicted of a misdemeanor involving the use or threatened use of a firearm; and has not committed any act involving moral turpitude, dishonesty, or corruption, whether the act constitutes a crime or not.
- (2) A certified firearms instructor is authorized to conduct an approved program of instruction and testing for firearms certification of private security guards, private investigators, and bail bond recovery agents. The certified firearms instructor shall not be considered an employee, agent, contractor, or representative of the commission.
- (3) The commission may monitor and review the program of instruction and testing conducted by a certified firearms instructor for the purpose of determining compliance with the commission's program materials and standards.
- (4) Certified firearms instructor status may be revoked by the commission for cause, including, but not limited to:
- (a) Misrepresentation of facts on the initial application for certified firearms instructor certification; or
- (b) Conviction of a gross misdemeanor or felony; or conviction of a misdemeanor involving the use or threatened use of a firearm; or the commission of any act involving moral turpitude, dishonesty, or corruption, whether the act constitutes a crime or not; or
- (c) Failure to conduct the armed private guard, armed private investigator, or bail bond recovery agent firearms certification/recertification program as prescribed by the commission; or
- (d) Falsification of any documentation or score relating to the firearms certification/recertification program; or
- (e) Unsafe firearms handling during the firearms certification/recertification process.
- (5) The commission may require periodic instructor update training at its discretion, but no more frequently than once a year.

[Statutory Authority: RCW 43.101.080. 09-19-073, § 139-37-005, filed 9/16/09, effective 10/17/09. Statutory Authority: RCW 43.101.080(2). 92-02-042, § 139-37-005, filed 12/24/91, effective 1/24/92.]

WAC 139-37-010 Certified firearms instructors—

- **Records.** (1) A master record of firearms certificate issuances by the commission to private security guards, private investigators, and bail bond recovery agents shall be maintained by the commission.
- (2) A master record of certified firearms instructors for purposes of chapters 139-30 and 139-35 WAC shall be maintained by the commission.
- (3) The aforementioned records shall be accessible by any individual, organization, private security company, private investigation agency, or bail bond recovery/bail bond agency making written inquiry to the commission to WSCJTC, Public Records Officer, 19010 1st Ave. S., Burien, WA 98148.

[Statutory Authority: RCW 43.101.080. 09-19-073, § 139-37-010, filed 9/16/09, effective 10/17/09. Statutory Authority: RCW 43.101.080(2). 92-02-042, § 139-37-010, filed 12/24/91, effective 1/24/92.]